

**HOPE VALLEY/WYOMING FIRE DISTRICT
996 MAIN STREET
HOPE VALLEY, RI 02832**

**MONTHLY BOARD MEETING
JULY 9, 2015
7:00 P.M.**

Those present: Board Members: Chairman, David Holt, Vice-Chairman, Pasquale DeBernardo, Georgia Ure, Paul Schaarschmidt; Chief, Justin Lee; Treasurer, Deborah Nicotra; District Clerk, Julie Kelley

Those not present: Board Member, Elwood Johnson; Tax Collector, Susan Bok

The meeting commenced and was called to order by Chairman, David Holt at 7:00 p.m. with a salute to the flag and a moment of silence.

MINUTES

The minutes of the June 11th Monthly Board Meeting were presented. Mr. DeBernardo motioned to accept the minutes as presented and Ms. Ure seconded the motion. With no further discussion, all in favor, all aye, motion passed unanimously (4-0).

Mr. Holt-yes; Mr. DeBernardo-yes; Ms. Ure-yes; Mr. Schaarschmidt-yes

The Open Session minutes of the June 22nd Special Board Meeting were presented. Ms. Ure motioned to accept the minutes as presented and Mr. Schaarschmidt seconded the motion. With no further discussion, all in favor, all aye, motion passed unanimously (4-0).

Mr. Holt-yes; Mr. DeBernardo-yes; Ms. Ure-yes; Mr. Schaarschmidt-yes

The Executive Session minutes of the June 22nd Special Board Meeting were presented. Mr. DeBernardo motioned to accept the minutes as presented and Mr. Schaarschmidt seconded the motion. With no further discussion, all in favor, all aye, motion passed unanimously (4-0).

Mr. Holt-yes; Mr. DeBernardo-yes; Ms. Ure-yes; Mr. Schaarschmidt-yes

The minutes of the June 25th Budget Hearing were presented. Mr. Schaarschmidt motioned to accept the minutes as presented and Ms. Ure seconded the motion. With no further discussion, all in favor, all aye, motion passed unanimously (4-0).

Mr. Holt-yes; Mr. DeBernardo-yes; Ms. Ure-yes; Mr. Schaarschmidt-yes

TAX COLLECTOR'S REPORT

The Tax Collector's report was presented for June 2015. The report reflects a balance of \$54,165.63 as uncollected. A balance of \$26,512.26 is still owed for Yr 2013 which next year will be up for a tax sale. Mr. DeBernardo motioned to accept the Tax Collector's Report as presented and Ms. Ure seconded the motion. With no further discussion, all in favor, all aye, motion passed unanimously (4-0).

Mr. Holt-yes; Mr. DeBernardo-yes; Ms. Ure-yes; Mr. Schaarschmidt-yes

TREASURER'S REPORT

The Treasurer's report for June 2015 was presented. Ms. Nicotra commented that the reconciliation still needed to be done along with additional bill payments. The board inquired as to the charge under Acct. # 4240 Vision Government, dated 6/3/15 in the amount of \$1,900.00? It was discussed that this is the yearly fee for utilizing their services. Ms. Nicotra brought to the board's attention that the Actual vs. Budget report printed incorrectly, as it reflected July 2014 through April 2015. The board tabled the Treasurer's report until a new print out was printed and distributed.

The new print out of the Actual vs. Budget was presented to the board. Ms. Nicotra informed the board that this report would be more accurate as it reflected the bills that were paid as of today. This report reflects a Net Income of \$23,794.17. It was discussed that there will probably be an additional \$5,000.00 to be paid against outstanding bills.

In regards to Acct. # 9050 Reserve for Obsolescence, it was discussed that the district will only take out whatever is needed to balance the budget to zero.

Mr. Schaarschmidt motioned to accept the Treasurer's report as presented and Ms. Ure seconded the motion. With no further discussion, three (3) in favor, motion passed (3-1).

Mr. Holt-yes; Mr. DeBernardo-no; Ms. Ure-yes; Mr. Schaarschmidt-yes

CHIEF'S REPORT – Chief Frederick A. Stanley

Chief Frederick A. Stanley's final monthly report was presented for June 2015.

On Monday, July 13th, Minuteman Trucks will be bringing in a Pierce demo ladder truck to our station for viewing at or around 1:30 p.m. This truck will be touring the state; a few Chief's will be stopping by.

At this time, there is no update on the Verizon tower.

Chief Lee and Chief Stanley both will be representing this Fire District when attending the Fire/Rescue International at the end of August. It is to be held in Atlanta, GA this year and Chief Lee will be attending a Fire Officers Leadership course for three (3) full days. The cost of this trip will be approximately \$800.00 for both to attend and costs have been reduced due to shared lodging.

Mr. DeBernardo motioned to accept Chief Fred Stanley's final Chief's report for June 2015 and Ms. Ure seconded the motion. With no further discussion, all in favor, all aye, motion passed unanimously (4-0).

Mr. Holt-yes; Mr. DeBernardo-yes; Ms. Ure-yes; Mr. Schaarschmidt-yes

CHIEF'S REPORT – Chief Justin W. Lee

Chief Justin W. Lee's first monthly report was presented for June 2015.

Chief Lee recently met with Dime Bank and discussed the option of consolidating and refinancing the two (2) commercial loans we currently have with them to a loan of ten (10) years at a fixed rate of 3.45% with two (2) options, Option A – monthly payments or Option B – annual payments. The benefit of consolidating these two (2) loans would provide the following Interest Savings:

Yearly - \$26,521.00

Monthly - \$36,004.69

Mr. DeBernardo motioned to recommend consolidating and refinancing the two (2) commercial loans ending in xxx1205 and xxx1311 for ten (10) years at a fixed rate of 3.45% or better, subject to further discussion for monthly withdrawals with an October start date and Ms. Ure seconded the motion. Discussion: The board would like to further negotiate with the bank to see if they could get another quarter or half point percentage on the loan if they agree to sign up for timely ACH monthly payments. They board would like the payment to commence in October; Chief Lee will obtain a new print out from Dime Bank. With no further discussion, all in favor, all aye, motion passed unanimously (4-0).

Mr. Holt-yes; Mr. DeBernardo-yes; Ms. Ure-yes; Mr. Schaarschmidt-yes

Mr. DeBernardo motioned to authorize the current Chairperson to execute any and all documents required by Dime Bank to consolidate and refinance two (2) commercial loans ending in xxx1205 and xxx1311 over ten (10) years at a fixed rate of 3.45% or better, subject to further discussion for monthly withdrawals with an October start date. With no further discussion, all in favor, all aye, motion passed unanimously (4-0).

Mr. Holt-yes; Mr. DeBernardo-yes; Ms. Ure-yes; Mr. Schaarschmidt-yes

Chief Lee informed the board that the bank also required an amendment to their previous motion for David C. Holt to negotiate a loan to purchase the new vehicle, as the bank has requested different verbiage.

Mr. DeBernardo motioned to amend the vote taken at the meeting held on 9 April 2015 to include the authorization for the current Chairperson, to negotiate and to execute any and all documents required by Dime Bank to obtain a loan to purchase a new Chief's 2016 Ford Police Interceptor Utility vehicle in a not-to-exceed amount of twenty seven thousand dollars (\$27,000.00) for a three (3) year term at a fixed rate of 2.875%. Ms. Ure and Mr. Schaarschmidt seconded the motion. With no further discussion, all in favor, all aye, motion passed unanimously (4-0).

Mr. Holt-yes; Mr. DeBernardo-yes; Ms. Ure-yes; Mr. Schaarschmidt-yes

Personnel

Chief Lee discussed the importance of recruitment of volunteers and filling the two (2) open Captain positions. One will be to replace himself as the district's new training officer. The second Captain will focus on recruitment of volunteers and working with new members for the first year.

Deputy Jason Caswell has recently been appointed to the Hopkinton Water Board. It will be great to have someone represent the District.

Chief Lee discussed that he will be working on developing a vacation schedule form for the three (3) full-time employees for ease of planning. Due to some confusion on the 4th of July holiday, he has developed a holiday schedule for the current year to avoid any further confusion.

Scholarship

There are several openings on both the scholarship and incentive committees. Mr. Schaarschmidt and Chief Stanley have both shown an interest in serving on the scholarship committee.

Equipment / Vehicle Maintenance

The Pump testing is now complete on all apparatus by Ocean State Diesel.

We are still in the process of hose testing and still waiting on a possible Federal Grant to replace hose.

Special Hazards 900 will be going to RJ's Diesel for repair. The work cannot be performed in house because we don't have a licensed person that can repair brake systems.

Building Maintenance / Park

The quote received to paint the Chief's office was for \$675.00. It was decided to paint the office in house by Mr. Dave Richardson with the paint costing \$98.67.

Mr. Schaarschmidt motioned to accept Chief Justin Lee's Chief's report for June 2015 and Ms. Ure seconded the motion. With no further discussion, all in favor, all aye, motion passed unanimously (4-0).

Mr. Holt-yes; Mr. DeBernardo-yes; Ms. Ure-yes; Mr. Schaarschmidt-yes

The board discussed the Holiday schedule in further depth inquiring as to whether or not a choice could be made by each employee to not utilize the VJ Day holiday and possibly use it for the day after Thanksgiving. It was discussed that this is a Fire District and not a regular business noting that fire fighters are always needed for fire depression. The schedule will remain as stated on the 2015 Holiday Schedule.

Mr. Schaarschmidt motioned to accept the Hope Valley/Wyoming Fire District 2015 Holiday Schedule and Ms. Ure seconded the motion. With no further discussion, all in favor, all aye, motion passed unanimously (4-0).

Mr. Holt-yes; Mr. DeBernardo-yes; Ms. Ure-yes; Mr. Schaarschmidt-yes

The board reviewed the Motions and Resolutions to be reviewed at the Annual Meeting specifically the motion in reference to Chief Stanley's Severance for his retirement.

CORRESPONDENCE

Incoming:

1. Email addressed to Frederick A. Stanley, Chief, Hope Valley/Wyoming Fire District, regarding a Candidates withdrawal for the position of District Fire Chief.
2. Email addressed to Justin Lee, Chief, Hope Valley/Wyoming Fire District, from Ms. Elizabeth D'Amato, Dime Bank, regarding consolidating and refinancing two commercial loans.

Outgoing:

1. Letters from Ms. Julie Kelley, District Clerk, Hope Valley/Wyoming Fire District addressed to each of the candidates applying for the position of District Fire Chief, to schedule a final interview with the Board of Directors.

2. Letters from Mr. David C. Holt, Chairman, Hope Valley/Wyoming Fire District Board of Directors, addressed to each of the Candidates expressing appreciation for their time and effort in applying for the position of District Fire Chief.
3. Letter from Ms. Julie Kelley, District Clerk, Hope Valley/Wyoming Fire District addressed to Mr. David Dumsar, Captain, Hope Valley/Wyoming Fire District, informing him that a meeting is to be held in Executive Session unless otherwise requested to remain in Open Session.
4. Letter from Ms. Julie Kelley, District Clerk, Hope Valley/Wyoming Fire District addressed to Mr. Justin W. Lee, District Chief, Hope Valley/Wyoming Fire District, informing him that a meeting is to be held in Executive Session unless otherwise requested to remain in Open Session.
5. Letter from Ms. Julie Kelley, District Clerk and Mr. David C. Holt, Chairman, Hope Valley/Wyoming Fire District Board of Directors, addressed to Mr. Anthony Antoch, Dime Bank, regarding Hope Valley/Wyoming Fire District Auto Loan Request.

PUBLIC FORUM

Mr. William Day spoke indicating that he felt he could not follow the Agenda as he felt it was not detailed enough. It was discussed that the topics were a result of discussions that came from the Chief's Report and we acted upon them based upon information we received that evening.

Deputy Chief Caswell requested the District Clerk supply the minutes of the meetings from January through Present at the convenience of the clerk. He also requested all information pertaining to his application/participation in the Chief's Position.

EXECUTIVE SESSION

A motion was made by Mr. Schaarschmidt to convene into Executive Session in accordance to RI General Laws §42-46-5 (a)(1) to discuss personnel issues of employees, of which job performance, character, or physical or mental health may be discussed while in executive session. Each of the employees received a letter from the District Clerk informing them that the meeting was to convene in Executive Session unless they wished to have the meeting convene in open session. No response was received from either party; therefore, the meeting was closed and convened in executive session. Ms. Ure seconded the motion. The Executive Session opened at 8:23 p.m. With no further discussion, all in favor, all aye, motion passed unanimously (4-0).

Mr. Holt-yes; Mr. DeBernardo-yes; Ms. Ure-yes; Mr. Schaarschmidt-yes

Mr. DeBernardo motioned to close the Executive Session in accordance with RI General Laws §42-46-5 (a)(1) and go into Open Session and Ms. Ure seconded the motion. While in Executive Session one (1) vote was taken. The minutes will remain sealed until further notice. The Executive Session closed at 9:50 p.m. With no further discussion, all in favor, all aye, motion passed unanimously (4-0).

Mr. Holt-yes; Mr. DeBernardo-yes; Ms. Ure-yes; Mr. Schaarschmidt-yes

ADJOURN

A motion was made to adjourn at 9:51 p.m. by Mr. Schaarschmidt and seconded by Ms. Ure. With no further discussion, all in favor, all aye, motion passed unanimously (4-0).

Mr. Holt-yes; Mr. DeBernardo-yes; Ms. Ure-yes; Mr. Schaarschmidt-yes

Respectfully submitted,

Julie Kelley
District Clerk